NeSA Writing

NEBRASKA STATE ACCOUNTABILITY

ONLINE TEST ADMINISTRATION MANUAL

2011 NeSA-WRITING
GRADE 11

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Part I-General Information

Introduction

The Nebraska State Accountability (NeSA) tests are developed specifically for Nebraska. Since 2004, the Nebraska statewide writing assessment has been annually administered in grades 4, 8, and 11 for the purpose of providing school districts with instructional information and to include writing results as the "other academic indicator" in the federal accountability requirements of the Elementary and Secondary Education Act (ESEA).

The Nebraska statewide writing assessment is intended to:

1. Gather information to assist teachers in determining the progress of students in meeting state or local standards for writing;

2. Provide each local school district with a report of student progress in meeting state or local standards for writing; and

3. Lead to improved writing by Nebraska students.

Data Recognition Corporation (DRC) and Computerized Assessments and Learning (CAL) are the providers of the printed and online versions, respectively, of the 2011 NeSA-Writing Pilot Test.

This *2011 NeSA-Writing Online Test Administration Manual* has been designed to help you administer the online version of the NeSA-Writing Pilot Test accurately and efficiently. Please take the time to read this manual and become familiar with the administration of the NeSA-Writing Pilot Test. Completing the steps in administering the NeSA-Writing Pilot Test is essential to the success of the NeSA program.

Who Should Read this Manual?

The *2011 NeSA-Writing Online Test Administration Manual* is intended for use by Technology Coordinators, District Assessment Contacts, School Test Coordinators, and Test Administrators and contains separate sections for each of these roles. Technology Coordinators, District Assessment Contacts, School Test Coordinators, and Test Administrators should become familiar with *Part I – General Information* as well as the information presented in the specific sections of this manual that pertain to their responsibilities. A brief description of the responsibilities of each role follows.

- *Technology Coordinators* should ensure that all computers that will be used for the online administration of the NeSA-Writing Pilot Test have the required software installed and meet all system requirements.

- *District Assessment Contacts* are responsible for coordinating the online testing activities of all schools within their districts, including developing the test schedules, identifying personnel at the district and school level who will assist in the online administration of the test, creating eDIRECT user accounts for School Test Coordinators and Test Administrators, and ensuring that all necessary personnel are trained in the online administration of the test.

- *School Test Coordinators* serve as single points of contact at the schools for the District Assessment Contacts and are responsible for coordinating the testing activities within their schools. Responsibilities include secure handling of online access codes and coordination of Test Administrators.

- *Test Administrators* are responsible for administering the test to students.

Key Dates

ACTIVITY	DATE
Test Administration Training	By January 20, 2011
Management Tools Available	January 17, 2011
Test Session Tickets Available	January 24, 2011
Updated CAL Test Engine Available to Districts	January 24, 2011
2011 NeSA-WRITING Pilot Test Window	**January 31 – February 18, 2011**

Student Information

For the 2011 NeSA-Writing Pilot Test DRC will obtain student data files from the NDE's Nebraska Staff and Student Record System (NSSRS). Corrections or changes to those data may be made through the NeSA Management Tools. To ensure student privacy and data accuracy, the information is to be provided online via the Student Editor function in the Management Tools. This may be done at any time between January 17, 2011, when the Management Tools first become available and the last day of the testing window, February 18, 2011.

Student Participation in the Test

The purpose of the 2011 NeSA-Writing Pilot Test is to provide a pilot experience for students and schools to learn how to use the online system for taking a writing test. Future NeSA-Writing Tests will assess student progress in mastering basic skills based on Nebraska's writing standards.

Scheduling the Test

It is important to establish a testing schedule prior to testing. This task is often coordinated by the District Assessment Contact for all the schools testing within the district.

The NeSA-Writing Pilot Test is to be administered in one session. The administration session should not be scheduled before the beginning of the testing window, and all tests must be completed by the end of the testing window. The recommended time scheduled for the test session, even though this is not a timed test and students are to be allowed as much time as necessary to complete, doesn't generally exceed 90 minutes.

Districts are asked to consider the following scheduling considerations and to read Appendix A. *Suggestions for a Smooth Testing Process*.

Scheduling Considerations:

1. Districts should not wait until the end of the testing window. Mondays and Fridays are not the best testing days.

2. The 90 minute scheduling guidance is not required for everyone. Students who finish early should have other work or reading to do.

3. Regardless of the schedule used, the test administration must be consistent and the scripted directions must be followed.

4. Student benefit should be considered first with regard to scheduling, not adult convenience or logistical issues.

5. Make-up sessions for pilot testing (NeSA-Writing in 2011) are not required.

6. Planning ahead and coordinating within the district and building are critical for successful testing.

Whenever possible, it is recommended that the first week of the testing window be used for administering the test so that the remainder of the testing window may serve as a backup if unusual circumstances do not allow testing in the first week. It may be advisable to postpone the test if a large percentage of the school population is absent on any selected day or days, or if a disruption or event (such as a bomb threat, fire in the school, plumbing or heating problems, death of a classmate, etc.) may have caused a level of distress that could result in students performing below their capabilities. District personnel are urged to keep the best interests of the students in mind when making a determination to reschedule test dates. Early use of the testing window should eliminate most scheduling problems.

As a general guideline, when all students indicate that they have finished a test session, that session should be closed. Students who finish early may read or sit quietly until the end of the test session. Under no circumstances should Test Administrators begin a test session unless there is enough time to complete it.

As noted, the NeSA tests are untimed. Students may be given additional time if needed, but additional time must be given as an immediate extension of the same testing period, not at a different time. Students may request extended time if they indicate that they have not completed their full writing response. Such requests should be granted if the Test Administrator finds the request to be educationally valid. Scheduled extended time can be arranged in advance for students who typically require additional time to complete similar tests. When such accommodations are made, school personnel must ensure that students are monitored at all times to prevent sharing of information. Students should not be permitted to continue the test after a significant lapse of time from the original session.

The hours that the testing software is available for use are between 6:00 a.m. and 7:00 p.m. Central Standard Time. **All students must complete their tests within one school day**. A test session may be reactivated during the school day with approval from the School Test Coordinator. However, all Test Session Tickets that are reactivated will expire at the end of the day if not used. If for any reason the District Assessment Contact believes circumstances merit the test session being reactivated the next day, the District Assessment Contact must obtain Nebraska Department of Education approval. Districts will need to contact the Assessment Office by emailing nde.stateassessment@nebraska.gov. Reactivation directions are provided in the *Update: Standards, Assessment and Accountability (SAA-6)* posted on the NDE website: http://www.education.ne.gov/assessment/documents/saaupdate6.pdf. Please see page 29 for specific information on reactivating a test session.

Make-up Sessions

Since the 2011 NeSA-Writing Pilot Test is a pilot test and no student scores will be calculated, it is not necessary to schedule make-up sessions for students who miss the scheduled test session due to absence. This direction is intended to minimize disruptions to students' regular class schedules. Make-up procedures for the online NeSA-Writing Pilot Test will be introduced in 2012.

Student Withdrawal/Enrollment During Testing Window

Because results will not be reported for the NeSA-Writing Pilot Test administration, there is not an issue with a student testing and then withdrawing prior to the close of the test window. In these cases, no changes need to be made in the Management Tools.

If a student enrolls during the established testing window but the school has completed testing, it is not necessary to administer the 2011 NeSA-Writing Pilot Test to the newly-enrolled student. If the school has not yet completed online NeSA-Writing Pilot testing, the newly-enrolled student

should participate in the regularly scheduled test sessions with the rest of the student population **unless** the student already participated in the online NeSA-Writing Pilot Test at his/her previous school. It is the new school's responsibility to complete the necessary research to avoid the unfair burden of re-testing a student who has already completed the test.

Participation with Accommodations

After thorough research with internal and external groups, the NDE team built the Nebraska State Accountability Approved Accommodations Document. Use the following link to access the most recent version of the document.

http://www.education.ne.gov/Assessment/documents/NeSA_Accommodations.pdf

All students with disabilities may participate in the 2011 NeSA-Writing Pilot Test. It is expected that a student's IEP or 504 Plan will include the appropriate accommodations for inclusion in all NeSA tests and for regular instruction. Districts need to have all teachers review the allowable accommodations in this document. The Student Editor in Management Tools provides a set of checkboxes to indicate the type of accommodations used for students with IEP and 504 Plans.

Note that Braille or large print versions of the NeSA-Writing Pilot Test will NOT be available for Grade 11 students in 2011.

"Visual Accommodations" tools that may assist some visually impaired students have also been added to the online NeSA tests. The tools enable variable magnification and color contrast settings. Since these tools are intended for students with a specific need for such an accommodation, authorized personnel must activate the tools for these students in advance of the testing sessions by using Student Editor. Authorized personnel should also indicate in Student Editor that students receiving the "Visual Accommodations" received a "Content Presentation" accommodation.

Students designated as English Language Learners (ELL) are required to take the NeSA-Writing Test and should be included in the NeSA-Writing Pilot Test whenever possible. The Approved Accommodations Document also contains details on test accommodations allowed for ELL students. Student Editor provides a space to indicate the category of accommodations used for English Language Learners.

NeSA Security

In a centralized testing process, it is critical that equity of opportunity, standardization of procedures and fairness to students is maintained. Therefore, the Nebraska Department of Education is asking that all school districts review the NeSA Security Procedures outlined in Appendix B. It is critical that all administrators and teachers read the procedures, especially those who are administering the assessment. These procedures apply to all NeSA testing: reading, writing, mathematics, ELDA, science, and alternate tests.

Breaches in security are taken very seriously. They must be quickly identified and reported to the Nebraska Department of Education's Statewide Assessment Office. From there the determination is made as to whether or not a professional practices complaint will be filed.

Districts should maintain a set of district policies that includes a reference to Nebraska's NeSA Security Procedures. A sample district testing and security policy is included as Attachment F in the *Update: Standards, Assessment and Accountability (SAA-6)* posted on the NDE website at http://www.education.ne.gov/assessment/documents/saaupdate6.pdf.

This sample was drafted by a Nebraska legal firm and has been distributed across the state to the Educational Service Units. Whether districts use this sample, the procedures offered by the

State School Boards Association, or policies drafted by other law firms, local district policy should address the NeSA Security document. The Department would encourage all districts with questions to contact their own local school attorney for customization of such a policy.

Test Security Agreement

The principal of each school participating in the 2011 NeSA tests should have completed and signed a "Building Principal Security Agreement" and returned it to the District Assessment Contact who will have it returned to the Statewide Assessment Office by January 24, 2011. District Assessment Contacts should have completed and signed the "District Assessment Contact Confidentiality of Information Agreement" and returned it to the Statewide Assessment Office by January 24, 2011. District copies of the Building Principal Security Agreement and District Assessment Contact Confidentiality of Information Agreement are included as Attachment D and Attachment E, respectively, in the *Update: Standards, Assessment and Accountability (SAA-6)* posted on the NDE website at http://www.education.ne.gov/assessment/documents/saaupdate6.pdf.

Testing Ethics and Appropriate Practice

It is important to note that all teachers need to be familiar with appropriate testing ethics and security practices related to testing. Professionalism, common sense, and practical procedures will provide the right framework for testing ethics. It is also important to note that school districts are bound to hold all certificated staff members in school districts accountable for following the *Regulations and Standards for Professional Practice Criteria* as outlined in Rule 27. The *NeSA Testing Security Procedures* are intended to outline clear practice for appropriate security.

Online Security

District Assessment Contacts are granted access to the Online NeSA Management Tools via DRC's eDIRECT web portal for Nebraska. Starting January 17, 2011, District Assessment Contacts will be able to access Management Tools and to assign both district-level and school-level permissions via eDIRECT to as many other users as the district wishes to authorize.

It's important to note that the District Assessment Contacts and any other district-level users they designate will have access to student demographic data for all students at all schools within their districts. Individuals assigned school-level access by a District Assessment Contact would have access to the same information, but would be limited to just the students at the school for which they have been granted permission. It's important that anyone granted access to Management Tools maintains the security of their eDIRECT user IDs and passwords to prevent unauthorized access.

In addition, the Test Session Tickets containing student-level password information for accessing the tests must be kept secure. Although the Test Session Tickets may be printed starting January 24, 2011, Test Administrators must not be given access to the Test Session Tickets before the administration day. Instead, Test Administrators should be given the Test Session Tickets on the morning of test administration, allowing them ample time to review and organize the tickets for distribution before the test begins.

Note that the *2011 NeSA-Writing Online Test Administration Manual* is not considered a secure test material and should be provided to Test Administrators prior to testing for review.

Returning/Destroying Secure Materials

While schools testing online do not need to return any materials to DRC, District Assessment Contacts, School Test Coordinators, and Test Administrators should be sure to collect all Test

Session Tickets and scratch paper from students at the conclusion of testing so that they may be securely destroyed.

Student Test Security

Students should be encouraged to only look at their individual computers. For further security, folders may be set up around each computer screen to eliminate any possibility of students looking at other computer screens. For larger groups, it is advisable to have one adult assistant (Test Proctor) for every 12 students tested, in addition to the Test Administrator. Teachers' aides may be used as proctors.

Part II-Roles and Responsibilities

The following sections outline the specific roles and responsibilities for Technology Coordinators, District Assessment Contacts, School Test Coordinators, and Test Administrators.

Technology Coordinator

The Technology Coordinator is responsible for ensuring that local computer labs are properly configured to participate in online testing. A set of comprehensive technology training sessions will be conducted in January for school technology staff. Go to https://ne.drcedirect.com and select *Online Testing>Software Downloads* to access the NeSA Home Page. Information from these sessions will be available in the Documentation section. Please review this information to assist in setting up computer labs for online testing.

Minimum System Requirements

The minimum system requirements for both Windows and Macintosh computers are listed below. If the computers in your school or district do not meet these requirements, you should first attempt to upgrade the system to meet the requirements. If that is not possible, you should investigate alternative testing locations which have computers that meet these requirements.

There are two software components to be deployed at the school level to participate in the NeSA program. As described below, one of the components is required and the other is optional.

Additional System Requirements

NeSA Management Tools require that Cookies are enabled.

Additional requirements to support the use of the Visual Accommodations tools include:

- Processor: Minimum 1 GHz, 1.5 GHz recommended
- Memory: Minimum 512 MB, 1 GB recommended

I. REQUIRED: CAL Test Delivery Engine

This is the software component that **must** be installed in every computer to be used by the students to take a test. Minimum system requirements* for installation of the CAL Testing Software – CAL 6.6:

Operating System:
- Windows 98/NT/ME/2000/XP/2003/Vista/2008/7
- Mac OS X 10.3 (with Java 1.4) or 10.4 and above

Processor: 200 MHz or higher.

Memory: 64 MB, 128 MB recommended

Display: Monitors with a resolution of at least 800X600 pixels

Connectivity: Able to connect to the Internet via http(s) on ports 80 and 443 and to the Local Caching Software (if used) through http/https

- Allow communication to the following servers:

  - http://nesa.caltesting.org
  - https://nesa.caltesting.org
  - http://nesa3.caltesting.org

- https://nesa3.caltesting.org

*Additional requirements to support the use of the Visual Accommodation tools include:

Processor: Minimum 1 GHz, 1.5 GHz recommended

Memory: Minimum 512 MB, 1 GB recommended

II. OPTIONAL: Local Caching Software (LCS)

This component is OPTIONAL, and its goal is to alleviate the Internet bandwidth demands at the school level during testing. Bandwidth requirements will help make decisions about installation of the LCS and whether installation should be at the school level or district level.

Minimum system requirements for installation of the LCS – 5.1:

Operating System:

- Windows NT/ 2000/XP/2003/Vista/2008/7
- Mac OS X 10.4 (with Java 1.5) or 10.5 and above
- Linux

Processor: 1.2 GHz

Memory: 512 MB, 1 GB recommended

Connectivity: Able to connect to the Internet via http/https

- Allow communication to the following servers:
  - http://nesa.caltesting.org
  - https://nesa.caltesting.org
  - http://nesa3.caltesting.org
  - https://nesa3.caltesting.org

A dedicated server is NOT required (but access to port 8100 is necessary)

III. Bandwidth Requirements

Bandwidth requirements will vary depending on several factors including the size of the tests the students are taking. Graphically intensive tests will demand more bandwidth. For planning purposes, a good estimate of an average test size is 100KB of data. If the LCS is NOT installed and assuming a T1 Internet connection (1.54Mbps), the school would be able to test approximately 80 students simultaneously. Since all test data is downloaded to each computer during the login process, a school can easily increase its testing capacity by staggering the login process of its students by a few minutes. CAL has experience with schools testing up to 150 simultaneous users with a T1 connection following this strategy.

Assuming the same T1 connection, if you install the LCS component given the minimum requirements indicated above, your testing capacity is increased to up to 1200 simultaneous users. You can further increase capacity for simultaneous users by installing more than one instance of the LCS.

Download CAL Testing Software (Version 6.6) and LCS-Optional (Version 5.1)

Version 6.6 of the CAL Testing Software must be loaded onto the testing computers before students can take the NeSA Practice Tests or Operational Tests.

The new release of the NeSA CAL testing software will be available on January 24, 2011. This new release will support the **Writing**, Reading, Mathematics, and Science assessments.

Nebraska districts that will participate in the Grade 11 online NeSA-Writing Pilot Test will need to update the software immediately after the release on January 24 to give schools and students the opportunity to take the Writing Practice Test prior to the opening of the NeSA-Writing Pilot Test window on January 31.

The new release of the NeSA CAL testing software will be available through the Automatic Updates feature included in the CAL software; however the Writing assessment will also require access to a large dictionary database that will NOT be downloaded through the Automatic Updates feature. To install the dictionary database and be ready for the Writing assessment, schools will have the following options:

1. Receive an automatic update of the new NeSA CAL software release on January 24 and manually download and install the dictionary database to all workstations. The dictionary database patch will be available for download on the NeSA website (http://nesa.caltesting.org/download/index.html) on January 24.

2. Do a completely new installation of the CAL Version 6.6. A fresh installation of the software WILL include the database dictionary and **no** extra download will be required. CAL version 6.6 will be available for download on the NeSA website (http://nesa.caltesting.org/download/index.html) on January 24.

Options 1 and 2 are available to schools with the NeSA CAL software already installed in their workstations. Schools new to NeSA online testing will need to follow option 2 only.

If you would like to use the LCS, you must go to https://ne.drcedirect.com and select *Online Testing>Software Downloads* to download version 4.8 from the NeSA Home Page.

Student Tutorial

The Student Tutorial is not available for NeSA-Writing.

Practice Test

The Practice Test is designed to provide the introductory experience in preparation for taking the NeSA-Writing Pilot Test. The purpose of a Practice Test is for the student to observe and try out features of the testing software prior to the "real" administration so as to experience taking a computerized test.

The sample writing prompt in the Writing Practice Test is aligned to Nebraska's Writing Standards. The writing prompt on this new online Writing Practice Test exemplifies the format and content of the operational NeSA-Writing Test in 2012. At the conclusion of the Writing Practice Test, students are able to save their writing essay to the computer desktop and print their essay.

Test Coordinators, administrators, and students are strongly advised to experience the Practice Test before the pilot testing window for the 2011 NeSA-Writing Pilot Test (January 31-February 18, 2011). It is especially important for students using the Visual Accommodations tools to take the Practice Test with the tools enabled.

District Assessment Contacts and School Test Coordinators

The District Assessment Contacts are the primary personnel responsible for providing NeSA testing support and guidance to all schools within their districts. Each District Assessment Contact can assign online testing administration privileges and responsibilities to additional district and school personnel according to the policies of his or her district. Depending on the size of the district and the schools within the district, each District Assessment Contact would typically identify one School Test Coordinator at each school to coordinate the online administration of the NeSA-Writing Pilot Test.

Starting January 17, 2011, District Assessment Contacts will be able to access the secure Management Tools for online testing by logging in to eDIRECT at https://ne.drcedirect.com. District Assessment Contacts will use the same eDIRECT user IDs and passwords they first used to access eDIRECT for the Enrollments System. District Assessment Contacts who need assistance logging in to eDIRECT should contact DRC.

Currently, the District Assessment Contact has the ability in eDIRECT to assign additional district-level or school-level permissions to other personnel. District-level users will have the same access to Management Tools as the District Assessment Contact when Management Tools are available on January 17, 2011. School-level users will be limited to accessing the Management Tools for the specific school or schools to which they have been assigned.

The District Assessment Contact must decide who will have access to the system which includes the following functionality:

- Add new students
- View and update student information in Student Editor, including:
  - enabling the use of Visual Accommodations tools for eligible students (must be completed before printing Test Session Tickets)
  - identifying the category of accommodations used by students with IEPs or 504 Plans, if applicable (must be completed before the last day of the testing window)
  - identifying the category of accommodations used by English Language Learners, if applicable (must be completed before the last day of the testing window)
  - updating student demographic information (must be completed before the last day of the testing window)
- Print and distribute Test Session Tickets for students
- Monitor student testing status throughout the testing window
- Reactivate test sessions (same calendar day only)
- View and print results

School Test Coordinator Orientation

It is recommended that the District Assessment Contact conduct an orientation session for School Test Coordinators prior to their meetings with Test Administrators to discuss the following topics:

- The district test schedule
- General information and security procedures
- District testing procedures
- Test Administrator orientation

School Test Coordinators should be given ample time to distribute copies of the *2011 NeSA-Writing Online Test Administration Manual* to Test Administrators and to schedule a Test Administrator orientation session prior to the testing window.

Test Administrator Orientation

Prior to the scheduled test dates, School Test Coordinators should conduct an orientation session for Test Administrators. Any teacher, counselor, administrator, or other qualified education personnel may act as a Test Administrator. In this orientation session, please discuss the following topics:

- **Test Schedule**—Be certain that Test Administrators know the test schedule.

- **Administration Preparation**—Test Administrators are to have received and studied the *2011 NeSA-Writing Online Test Administration Manual* prior to orientation.

- **Students with Special Needs**—Explain which special accommodations may be provided for students with special needs. Testing accommodations may be utilized in accordance with guidelines presented on the Nebraska Department of Education website http://www.education.ne.gov/Assessment/documents/NeSA_Accommodations.pdf

- **Testing Conditions**—Impress upon Test Administrators the importance of good testing conditions (e.g., a comfortable, quiet room) and a positive approach to the test.

- **Scratch Paper**—Remind Test Administrators that scratch paper should be available and may be provided to students for use during the test but that it must be collected and returned to the School Test Coordinator for secure destruction.

District-Level and School-Level Users within Management Tools

eDIRECT allows for district-level and school-level access to the NeSA Management Tools. It is important to note that the district-level and school-level users have access to student demographic data. Either level can verify student data, add new students, print Test Session Tickets, monitor testing, and view results. The primary difference is that district-level users can access and update information for all schools within the district while school-level users can only access and update information for the specific schools for which they are assigned. Note that a District Assessment Contact may grant a single school-level user access to multiple schools (but not necessarily all schools) within the district.

The following chart details the access for each user level

	Maps to eDIRECT User Role:	District	School	Test Administrator
Data Tools	Add a Student	X	X	X
	Student Editor	X	X	X
	Identification	X	X	X
	Location	X	X	X
	Demographic	X	X	X
	Not Tested	X	X	X
	Accommodations - IEP/504 & Visual	X	X	X
	Linguistic Support - ELL	X	X	X
Testing Main Page	Print Tickets	X	X	X
	Monitor Status	X	X	X
	Reactivate	X	X	X
	Student Status Spreadsheet	X	X	X
	View Results	X	X	X
	Audit Spreadsheet	X	X	X

Viewing Student Data

Prior to printing Test Session Tickets, District or School Test Coordinators should view student data via Management Tools to ensure that all students have been entered in the system. Student data has been pre-loaded into Management Tools from the NSSRS. Any student who needs to test and was not included in the data load will need to be added for a Test Session Ticket to be available. Student data is stored in the Data Tools section of Management Tools. Use Student Editor to view and edit student data and Add a Student to add new students.

Student Editor

Student Editor allows a user to view and edit student data. Users should start by searching for student records. Users must select a content area to view any student data. If no search criteria are selected on the search page, the students in a school may not be viewed. The search can be restricted by content area, grade, name, and/or Student ID. Partial information is accepted for the search. Data can be filtered and sorted, and a Student Data File can be downloaded to view student information.

For students pre-registered for online testing, the demographic information was taken from NSSRS data that NDE provided to DRC in December. It is understood that a student may have changed schools, and the District Assessment Contact or their designees should be sure the student's school of enrollment at the time of testing is listed. Edits should not need to be made to the student name, birth date, NSSRS ID, gender, or race/ethnicity fields. Edits to these fields may prompt the student record to be flagged for investigation and resolution by the NDE prior to reporting. **Any corrections made to student data will <u>not</u> be updated in the NSSRS, so the District Assessment Contact will need to notify the NDE if incorrect student information is found.**

The Student Editor also provides a field for entering reasons students were not tested. This is not a required field for NeSA-Writing in 2011. Fields are also provided to identify the category of testing accommodations a student may have received and must be completed for any students that tested with accommodations. If used, these fields must be completed by the end of the testing window (February 18, 2011). If a student is eligible to use the Visual Accommodations

tools, the student's eligibility must be indicated in Student Editor prior to printing tickets in order for the tools to be activated for the student's test session.

To view or edit student data:

1. Log in to Management Tools via eDIRECT at https://ne.drcedirect.com
2. Click on "Data Tools"

Management Tools – Data Tools Screen

3. Click on "Student Editor" to open the Student Editor Search Screen.

4. Select all of the fields you wish to search by. For example, to obtain the student records for all Grade 11 students at a particular school taking the NeSA-Writing Pilot Test, follow these steps.

1) Select "Writing" from the Content Area dropdown menu.

2) District-level users only, select the school from the School dropdown menu. School-level users will only be able to search for results from their own school.

3) Select "11" from the Grade dropdown menu.

4) Select the number of "Students Per Page" from the available options.

5) Select the "No Filter/All Students" option from the Data Filters dropdown menu.

6) Click the Continue button. This will take you to a Student Editor Results screen. The "Identification" tab is the default on the Student Editor Search Screen.

Student Editor Search Screen

- Click "Download Student Data (PDF)" or "Download Student Data (XLS)" links in the green box for a list of all students in the search in either PDF or Excel Format. Click on the link "Learn about sorting and filtering your results." to learn more about sorting and filtering the results.

- Click on the Identification, Demographic, Not Tested, Accommodations – IEP/504 & Visual, or Linguistic Support – ELL tabs in the blue box to review and edit student data.

- Users can also change the search criteria by clicking on the "Modify Search Criteria" button at the bottom of the window.

- Click the "Save Changes" button at the bottom of the window if you have changed any student data on the Student Editor Results Screen. Changes will only be saved for students for which the "Edit" checkbox is marked.

- Click the "I Am Done Editing" button at the bottom of the window if you have no further edits to student data.

Student Editor Results

Identification Edits

STUDENT ID

Click on the "Identification Tab" to edit the Student ID. All public school students should have a 10-digit identification number assigned by NSSRS. The Student NSSRS ID must be provided for all students.

FIRST NAME, LAST NAME, AND MIDDLE INITIAL

Click on the "Identification Tab" to edit the student name fields. The name must be provided for all students. It is important to enter names exactly as they appear in the NSSRS.

Location Edits

SCHOOL

If a student has changed schools within the district, the student's new school may be selected from the dropdown menu. Note that this task must be completed by a user with district-level permissions in eDIRECT.

If the student has changed districts, the school where the student was registered should indicate the student is no longer enrolled in the NOT TESTED screen. The student's new district or school would need to add the student as a new student.

GRADE

All students pre-registered to test online have been assigned to the grade of enrollment indicated for them in NSSRS. Note that only Grade 11 students were pre-registered in the online Writing testing system for 2011. If the grade is incorrect, you may change it by selecting the correct grade from the dropdown menu. However, students assigned to a grade other than Grade 11 will not be able to participate in the 2011 NeSA-Writing Pilot Test.

Demographic Edits

DATE OF BIRTH

The date of birth must be provided for all students. The date of birth should match the birth date on record in the NSSRS and should be entered in the MM/DD/YYYY format.

GENDER

Select Female or Male from the dropdown menu. The selected gender should match the gender on record in the NSSRS.

RACE/ETHNICITY

Select the race/ethnicity with which the student most closely identifies from the dropdown menu for each student. You must choose only one. Note that federal requirements indicate students who identify their race/ethnicity as Hispanic and another race should be reported as "Hispanic" rather than "Two or More Races." The race/ethnicity should match the race/ethnicity on record in the NSSRS.

LEP/ELL ELIGIBLE

If applicable, check the box to indicate that the student is categorized as an English Language Learner or having Limited English Proficiency. The LEP/ELL information on file in the NSSRS will be used for students pre-registered for online testing.

SPECIAL EDUCATION/IEP

If applicable, check the box to indicate that the student receives special education services. The Special Education/IEP information on file in the NSSRS will be used for students pre-registered for online testing.

Not Tested Edits

NOT TESTED

This year, the Grade 11 online NeSA-Writing Pilot Test is optional. You may provide a not tested reason selected from the dropdown menu for any student who was pre-registered to test online and doesn't take the NeSA-Writing Pilot Test. You must choose only one of the reasons from the dropdown menu.

EMW – Emergency Medical Waiver may only be granted through the Statewide Assessment Office. Scores for students with Emergency Medical Waivers will be waived.

NLE – No Longer Enrolled should be selected for any student with a PreID Label who withdraws from the school prior to being tested.

PAR – Parent Refusal may be selected for any student whose parent or guardian expressly indicates the student should not be tested. Parents/guardians are not required to provide a reason for excluding their children from testing.

SAE – Student Absent for Entire Testing Window should only be selected for any student who did not attend school at any point during the testing window and was therefore unable to participate in the scheduled testing sessions with the rest of the student population or be administered a make-up session.

Accommodations – IEP/504 & Visual Edits

TEST ACCOMMODATIONS FOR STUDENTS WITH IEP OR 504 PLAN

The guidance provided in the *Nebraska State Accountability Approved Accommodations Document* should be used to complete this section of information for any student that uses an approved testing accommodation. Select **each** accommodation category that the student used to take the test by checking the boxes provided for Content Presentation, Response, and Timing/Scheduling/Setting. It's understood that an individual student may receive multiple types of accommodations, and that the types of accommodations used may vary for each subject. Note that the "Special Education/IEP" box must be checked on the Demographic screen for any student who has one of the testing accommodation categories checked.

Use the following link to access the most recent version of the *Nebraska State Accountability Approved Accommodations Document*.

http://www.education.ne.gov/Assessment/documents/NeSA_Accommodations.pdf

VISUAL ACCOMMODATIONS

Check the Visual Accommodations box prior to printing tickets to enable the Visual Accommodations tools for students who need this testing accommodation. These tools include Magnification, a Lens tool that magnifies a section of the screen, and several Color Contrast options. Note that the Visual Accommodation tools are a type of Content Presentation accommodation, so the Content Presentation box must also be checked for any student using the Visual Accommodations tools.

Linguistic Support – ELL Edits

TEST ACCOMMODATIONS FOR ENGLISH LANGUAGE LEARNERS

The guidance provided in the *Nebraska State Accountability Approved Accommodations Document* should be used to complete this section of information for any student who uses an approved testing accommodation. Select **each** accommodation category that the student used to take the test by checking the boxes provided for Indirect Linguistic Support with Test Directions, Direct Linguistic Support with Content and Test Items, and Direct Linguistic Support. It's understood that an individual student may receive multiple types of accommodations, and that the types of accommodations used may vary for each subject.

Use the following link to access the most recent version of the *Nebraska State Accountability Approved Accommodations Document*.

http://www.education.ne.gov/Assessment/documents/NeSA_Accommodations.pdf

Add a Student

Students may be added to the system at any time prior to or during the test window. Note that if students are added after Test Session Tickets are printed for a grade, tickets can be printed for individual students.

To add a new student:

1. Log in to Management Tools via eDIRECT at https://ne.drcedirect.com
2. Click on "Data Tools"
3. Click on "Add a Student"
4. Enter student data (pay attention to required fields)
5. Click "Save" at the bottom of the screen
6. Search for the newly created student in the Editor and specify subject-specifgic information such as accommodations, etc.

Add a Student Screen

Note: Use caution entering new students. Errors to name, grade, and school can prevent the correct ticket printing for that student. Changes or edits made to students in Management Tools are not applied to NSSRS.

Added Student Data Correction: If the name, grade, or school was entered incorrectly, it can be corrected prior to printing the student's Test Session Ticket. In Student Editor, for each student record to be modified, the appropriate "Edit" checkbox must be checked. Once all necessary changes have been made on this page, click the "Save Changes" button. If a different set of records or another page is viewed without first clicking Save Changes, the changes will be lost.

Edit?	Last Name	First Name	School		Grade
☐	Bradley	Marcus	99-9999-103 - Pleasant Valley High	⌄	11 ⌄
☑	Johnson	Jill	99-9999-103 - Pleasant Valley High	⌄	11 ⌄

[Save Changes] [Modify Search Criteria] [I Am Done Editing]

Practice Test

The Practice Test is designed to provide the introductory experience in preparation for taking the NeSA tests. The purpose of a Practice Test is for the student to observe and try out features of the testing software prior to the "real" administration so as to experience taking a computerized test.

The sample writing prompt in the Writing Practice Test is aligned to Nebraska's Writing Standards. The writing prompt on this new online Writing Practice Test exemplifies the format and content of the operational NeSA-Writing Test in 2012. At the conclusion of the Writing Practice Test, students' essays will be saved to the computer desktop and may be viewed and printed.

CAL will automatically save a file to the desktop upon login to the NeSA-Writing Practice Test. This is dependent on the computer being configured to allow any user to save files. A message will be displayed if the CAL software detects the computer isn't configured to save a file. Districts that have special network configurations (Thin Client environments, share network drives, etc.) need to be aware of where the "Desktop" environment for each student is located in the network. Depending on the specific computer lab configuration, it is possible that students share desktop environments and therefore they would see responses from multiple students in their desktop.

The file will be saved to the desktop with the following name – "username_yyyy_mo_dd_hr_min_sec.html". CAL will capture whatever the student types into the "Your Username" space when logging into the NeSA-Writing Practice Test. For example, if the student typed in "John Smith," a file will be saved to the desktop that is labeled: "John Smith_2010_02_14_13_48_54.html".

When the file saved to the desktop is located and launched, it will display in a browser as an html file. It can be printed from the browser, or saved to another location. It can also be copied and pasted to another application like MS Word. Districts/schools should have the students also enter their names, date, teacher, etc. into the body of the response in order to associate the printed copy with the student who entered it.

Test Coordinators, administrators, and students are strongly advised to experience the Practice Test before the pilot testing window for the 2011 NeSA-Writing Test (January 31-February 18, 2011). It is especially important for students using the Visual Accommodations tools to take the Practice Test with the tools enabled.

Printing and Distributing Test Session Tickets to Test Administrators

Before the school's scheduled administration window begins, Test Administrators must receive the Test Session Tickets that contain student Usernames, Passwords, and Session IDs. The NeSA-Writing Pilot Test requires one Test Session Ticket. If Visual Accommodations have been activated for a student, the student's Test Session Ticket will indicate "Visual Accommodations" next to the grade and subject area.

Please note: Students do **not** need a Test Session Ticket for the Practice Test.

NOTE: Test Session Tickets will be available for printing beginning **January 24, 2011**. Once printed, all Test Session Tickets become secure materials and must be stored in a secure, locked location. Each student will need a Test Session Ticket for the test.

To begin printing Test Session Tickets:

1. Log in to Management Tools via eDIRECT at https://ne.drcedirect.com
2. Click on "Testing Main Page"
3. Click on "2011 NeSA-Writing Pilot"
4. Click on "Print Tickets"

1. Print Tickets - Start here by downloading your students' test session tickets.

2. Monitor Status - View the testing status of your students. Reactivate from here as needed.

Choose a school (District-level Users Only)

School Listing
Now viewing 1-5 of 5.

Demo Elementary This Is Really Long (99-9999-001) Hope This Works (99-9999-101)
Demo Middle (99-9999-002) test bad bldg code format (99-9999-99-9999-010)
Demo High (99-9999-003)

Choose the Subject/Grade for which you want to print tickets

Demo High

Subject/Grade Configurations
Now viewing 1-1 of 1.

Writing
Grade 11

Test Session Tickets may be generated for all students or you may download tickets for specific students. Test Session Tickets are also available in MS Excel format from this same location. The spreadsheet version can be sorted and filtered using the tools available within Excel. By using the mail merge functionality available within most word processing applications, such as MS Word, tickets can be printed on almost any available label or card stock. A few trial runs on plain paper are recommended to verify printing alignment. This will help avoid wasting the more costly label or card stock.

Test Session Ticket Download Options:

School: Demo High	Subject: Writing	Grade: 11

[PDF icon] Download All Tickets (PDF)
[XLS icon] Download All Tickets (XLS)

Download Tickets For Specific Students

Downloading Tickets for Specific Students:

School: Demo High	Subject: Writing	Grade: 11

Find students by any part of their name: [_____] [Find]

Search for specific students in this box if desired.

Student Listing
Now viewing 1-4 of 4.

☐ Aguirre, Rosina I (5432112345)   ☐ Kalusha-Aguirre, Lourdes I (6543223456)
☐ Kalusha, Mark S (1234554321)   ☐ Kalusha-Aguirre, Matteo J (7654334567)

[Check All] [Uncheck All] [Generate Tickets]

Click "Generate Tickets" after selecting the students whose tickets you wish to print. Once you select "Generate Tickets," a PDF file will open. The file contains administration directions, a Student Test Session Ticket Summary and student Test Session Tickets. Click the "print" icon to print.

After printing the tickets, distribute them to the correct Test Administrators.

Student Test Session Ticket Summary: This sheet(s) lists the students who may be taking the test. The top half of the sheet shows the District, School, Subject, Grade, and Session ID for the group of students that was printed. For each student, the sheet indicates a Training box for the Practice Test (PT), followed by the student's information and session password. The Training box may be used as a check-off roster to ensure that each student has completed the Practice Test.

A column titled "Visual" is included on the Student Test Session Ticket Summary. A "Yes" in the Visual column for a student indicates that the Visual Accommodations tools have been activated for that student.

Test Session Tickets: Tickets are printed twelve (12) students to a page. There will be one ticket per student. A cover page will identify each group of tickets.

Print your Test Session Tickets using the "Print" command on your computer. The Test Session Ticket Summary and Test Session Tickets will print along with this administration page.

Distribute this information along with the Test Session Ticket Summary and Test Session Tickets to the appropriate Test Administrators.

Example of the standard Test Session Ticket printed via the PDF file provided.

2011 NeSA-Writing Test Session Ticket
Grade 11

School: Demo High
Student Name: Kalusha-Aguirre, Matteo
Student ID: 7654334567
Username: mkalushaaguirre
Password: coal2781
Session ID: 109368

Example of the Test Session Ticket for students taking the test with the Visual Accommodations tools enabled. These students must be assigned to computers that meet the additional system requirements for the use of the Visual Accommodations tools.

2011 NeSA-Writing Test Session Ticket
Grade 11 + Visual Accommodations

School: Demo High
Student Name: Aguirre, Rosina
Student ID: 5432112345
Username: raguirre
Password: tree5940
Session ID: 109368

Each student should receive his/her Test Session Ticket when he/she sits down to take the test. The Test Session Ticket should not be distributed to students prior to test day. The information on the student's Test Session Ticket is critical and confidential. It is this information drawn exclusively from the student database, which results in the proper test being delivered to the student when logging into the NeSA testing system.

It is the District Assessment Contact's responsibility to decide how to distribute the Test Session Tickets, but the typical process involves School Test Coordinators' distributing the tickets for their schools to Test Administrators and Proctors. Please work with your Test Administrators and Proctors to coordinate the process that works best for everyone.

Monitor Status and Reactivation of a Test Session Ticket

Under no circumstances should a test session be started unless there is enough time to complete it. Students may be given additional time if needed, but additional time must be given as an immediate extension of the same testing period, not at a different time.

All students must complete their test within one school day. A test session may be reactivated during the school day with approval from the School Test Coordinator. However, all Test Session Tickets that are reactivated will expire at the end of the day if not used. If for any reason the District Assessment Contact believes circumstances merit the test session being reactivated the next day, the District Assessment Contact must obtain Nebraska Department of Education approval. Districts will need to contact the Assessment Office by emailing them at nde.stateassessment@nebraska.gov. Reactivation directions are provided in the *Update: Standards, Assessment and Accountability (SAA-6)* posted on the NDE website:

To monitor the status of a test or reactivate a test part
1. Log in to Management Tools via eDIRECT at https://ne.drcedirect.com
2. Click on "Testing Main Page"
3. Click on "2011 NeSA-Writing Pilot"
4. Click on "Monitor Status"
5. Click on school name (if not logged in as school)
6. Click on subject and grade

1. **Print Tickets** - Start here by downloading your students' test session tickets.

2. **Monitor Status** - View the testing status of your students. **Reactivate** from here as needed.

On the Monitor Status/Reactivation screen, a Test Status Summary will display followed by a student listing. The Test Status Summary displays the number of tests that have not been taken/ready for testing, are in progress, have been reactivated, or are complete.

Monitor Status/Reactivation Screen

Status/Reactivation

| Tickets | Status | Results

Check the box alongside a test if you wish to reactivate a student. Be sure to click the "Reactivate Selected Student(s)" button at the bottom of this list before leaving this page. Listed with each part is the time taken (the time duration between first login and most recent ending time).
Note: Once a student has completed all questions on a test, the test cannot be reactivated.

Student Status Spreadsheet - Download a version of this page in Excel-compatible format.

Current filters and criteria.

| School: Demo High | Subject: Writing | Grade: 11 |

Students who are "bounced" or "kicked out" of the system without officially ending the test part do NOT need to be reactivated if they have been taking the same test part for less than 90 minutes. This means a student CAN use her/his test session ticket AGAIN within 90 minutes of their starting the test without needing to be reactivated.

Find students by any part of their name: [   ] Find
Test Status Summary Table
🟩 2   R 0   🔄 0   ✅ 0   🅸 1   E 0

Student Listing
Now viewing 1-3 of 3.

Name	Testing Status Part 1
Kalusha, Mark	☑ 🅸 Not started — Not ended
Kalusha-Aguirre, Lourdes	☐ 🟩 Not started — Not ended
Kalusha-Aguirre, Matteo	☐ 🟩 Not started — Not ended

Reactivate Selected Student(s)

In order to reactivate a student's test session, click on the box next to the monitor screen and click "Reactivate Selected Student(s)". After reactivation, the original Test Session Ticket will be valid again.

🟩 - Section has not been taken/ready for testing.
R - Section has been reactivated; can proceed with test.
🔄 - Section is being taken.
✅ - Section has been completed.
🅸 - Section started; now inactive.
E - Section reactivation has expired.
👁 - Is a test with visual accommodations.

Student Status Spreadsheet

You may also view the status of student testing through the Student Status Spreadsheet. A link to the Student Status Spreadsheet is found in the green box at the top of the Monitor Status screen and is an MS Excel document that shows test start date and time, duration, and the status of each student's test. Statuses include not started, reactivated, testing, completed, inactive, and expired.

Status/Reactivation

Tickets | Status | Results | Fix Form

Check the box alongside a test if you wish to reactivate a student. Be sure to click the "Reactivate Selected Student(s)" button at the bottom of this list before leaving this page. Listed with each part is the time taken (the time duration between first login and most recent ending time).

Note: Once a student has completed all questions on a test, the test cannot be reactivated.

Student Status Spreadsheet - Download a version of this page in Excel-compatible format.

Audit Spreadsheet

An excellent tool to help you monitor the status of the NeSA-Writing Pilot testing is the Audit Spreadsheet. This report is updated nightly and you can access it at any time.

1. Log in to Management Tools via eDIRECT at https://ne.drcedirect.com
2. Click on "Testing Main Page"
3. Click on "2011 NeSA-Writing Pilot"
4. Click on "Audit Spreadsheet"
5. Click "Save" and then "Open"
6. The spreadsheet opens in MS Excel

District #	School #	Grade	Subject	Student ID	Last Name	First Name	Middle Initial
99-9999	99-9999-003	11	Writing	6543223456	Kalusha-Aguirre	Lourdes	I
99-9999	99-9999-003	11	Writing	1234554321	Kalusha	Mark	S
99-9999	99-9999-003	11	Writing	7654334567	Kalusha-Aguirre	Matteo	J
99-9999	99-9999-003	11	Writing	5432112345	Aguirre	Rosina	I

In MS Excel, you can sort the report and provide it on a daily basis to all of your Test Administrators. If you have provided Test Administrators with a school-level eDIRECT user ID and password, they may access this report for their students.

The Audit Report (updated nightly) lists each student once and indicates the student's NeSA testing status. Use this report to verify that all students in your district, school, or grade have been tested.

View Results

The online NeSA system makes it possible for districts and schools to save, view, and print typed responses for students who take the NeSA-Writing Pilot Test online.

Access to the student responses to the NeSA-Writing Pilot Test will be done through Management Tools. These responses will be available in the View Results link of the 2011 NeSA-Writing Pilot Testing Main Page. Similar to the responses from the Practice Test, when that link is launched, it will display in a browser as an html file. It can be printed from the browser or saved to another location. It can also be copied and pasted to another application like MS Word.

However, ALL of the students from a school will be included in that single file – not in multiple files. Because CAL will link each pilot response to the student who used a Test Session Ticket to take the NeSA-Writing Pilot Test, the writing test response file will automatically display a header that contains each student's name, State ID #, school, and time of day the test was submitted. Also included in the header for each student response is a list of the scoring rubric categories to assist in any scoring that districts may choose to do locally.

This file is updated every time a student completes a test. After each test session schools will see a cumulative list of all students in that school who responded. It is sorted alphabetically by last name. If schools only wish to print a student or set of students, they can select just those pages for printing.

To access the View Results tool:
1. Log in to Management Tools via eDIRECT at https://ne.drcedirect.com
2. Click on "Testing Main Page"
3. Click on "2011 NeSA-Writing Pilot"
4. Click on "View Results"
5. Click on school name if not logged in as a school
6. Click on subject and grade
7. Click on "View All Writing Responses (HTML)"

Test Administrator

Administration of the NeSA is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that student performance is highly dependent upon the student's motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Test Administrators are responsible for the following:

- administering the Student Practice Test
- distributing Test Session Tickets to students
- administering the 2011 NeSA-Writing Pilot Test
- returning all test materials to the School Test Coordinator when testing is complete
- arranging the testing room
- **restricting** electronic devices of any type: Palm Pilots, cell phones, PDAs, wristwatches with electronic displays, calculators, iPods, MP3 players, etc.
- prohibiting talking or sharing of responses

Prepare students for the test: inform students of the scheduled test in advance. Explain why they are being tested. Students can sense the importance the Test Administrator places on the test, and their performance may be affected accordingly.

Schedule Testing

For scheduling purposes, each writing test will take approximately 90 minutes for most students to complete. Students who finish early may read or sit quietly until the end of the test session.

The NeSA-Writing Pilot Test consists of one writing prompt. Under no circumstances should a test session be started unless there is enough time to complete it. Students may be given additional time if needed, but additional time must be given as an extension of the same testing period, not at a different time.

All students must complete their test within one school day. A test may be reactivated during the school day. If for any reason a test requires reactivation the next day (special circumstances), the District Assessment Contact must obtain NDE approval. Please see page 30 of this manual for further details.

Prepare for Testing

Test Administrators are required to follow the district's NeSA security procedures. Before testing begins, make sure to have all of the materials needed for testing. You should also read through this *2011 NeSA-Writing Online Test Administration Manual* prior to testing day.

All Test Administrators will need:

- a copy of the *2011 NeSA-Writing Online Test Administration Manual*;
- one computer for the Test Administrator to monitor testing (this requires school-level permission to be assigned via eDIRECT);
- one computer for each student;

- Test Session Tickets for each student (the School Test Coordinator will provide these immediately prior to testing);

- Scratch or lined paper for students to use; and

- A "Testing: Do Not Disturb" sign for the door (not provided).

Make sure that all test materials, including Test Session Tickets, are stored in a secure, locked location prior to test administration.

Prepare Testing Location

Provide a testing location that has comfortable seating, sufficient workspace, and good lighting. Arrangements for rooms and seating should be announced in advance in order to eliminate confusion when testing begins. The room where students take the test should be as free from outside disturbance as possible. Students should be seated so they have enough room and will not be able to copy other students' answers. **Visual aids and clues should be removed or covered and remain hidden throughout the administration of all tests.**

Post a "Testing: Do Not Disturb" sign on the door to prevent interruptions. For larger groups, it is advisable to have one adult assistant for every 12 students tested in addition to the Test Administrator.

Administer Practice Test

The Practice Test is designed to provide the introductory experience in preparation for taking the NeSA Writing Test. The purpose of a Practice Test is for the student to observe and try out features of the testing software prior to the "real" administration so as to experience taking a computerized test.

The sample writing prompt in the Writing Practice Test is aligned to Nebraska's Writing Standards. The writing prompt on this new online Writing Practice Test exemplifies the format and content of the operational NeSA-Writing Test in 2012. At the conclusion of the Writing Practice Test, students are able to save their writing essay to the computer desktop and print their essay.

Students who are eligible to use the Visual Accommodations tools may practice using them by accessing the Practice Test with the alternate password "zoom." Once the test opens, the Visual Accommodations tools are accessible by clicking on the "Settings" button in the upper-right-hand corner of the window.

Test Coordinators, administrators, and students are strongly advised to experience the Practice Test before the pilot testing window for the 2011 NeSA-Writing Pilot Test (January 31-February 18, 2011). It is especially important for students using the Visual Accommodations tools to take the Practice Test with the tools enabled.

Remember: The Practice Test is provided so that students can practice the "format" of the test. Test Administrators may help students with questions or show how to use the tools on the Practice Test.

To begin, students will need to click on the NeSA icon on the desktop.

> Click on "Practice Test."
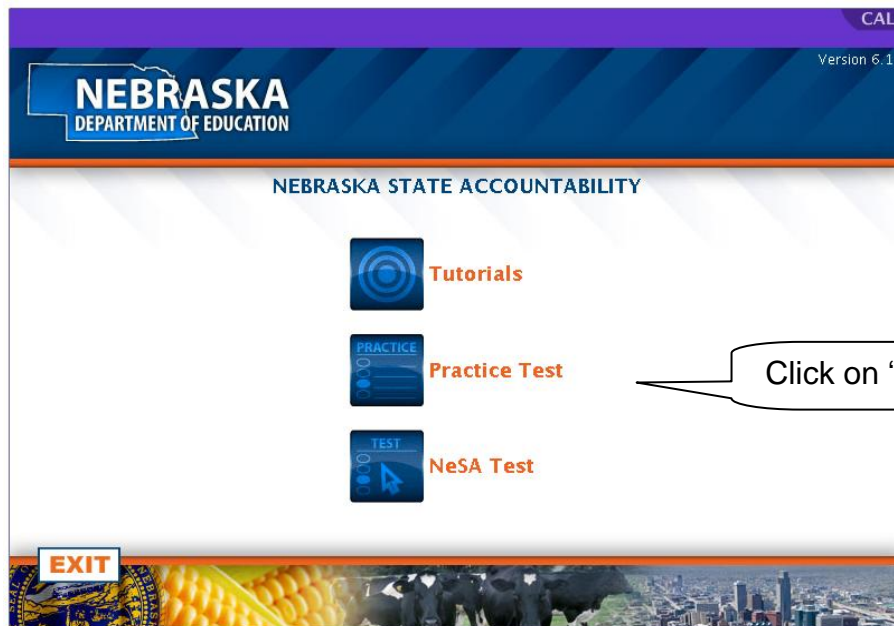
When the "Practice Using the Software" screen opens, students will be prompted to select the subject and grade level before they begin.

Test Session Tickets are NOT needed to take the Practice Test.

Practice Using the Software

If you are not taking a Practice Test, use the 'Back to Menu' button to return, and make another choice.

To login please enter the following information:
Please enter your first and last name in the "Your Name" entry box:

Your Name:

Your Password: practice

Your Session ID: 10

Use the password **zoom** to access the IEP accommodations.

Enter Password now :

Your Name [ ]

Your Password [ ]

Your Session ID [10]

[Back to Menu]   [Clear All]   [Continue]

> Students will be asked to log in. They will need to provide their name as the Username, but the Session ID is already entered. The Password is provided and will need to be typed in by the student.

> Students who need to practice using the Visual Accommodations tools should enter "zoom" as the Password instead of "practice."

Practice Test   [Pause Test] [?] [Settings]

[Directions] [Writing Checklist] [Draft] [Review/End]

Final Copy

Your response is in read-only format to the right. If you need to look back at the prompt for this assessment, click on the Draft button.

This is a sample response.

You should click back on the "Writing Checklist" button at the top left screen and review the Rubric Self-Assessment Tool that app writing assessment.

End Assessment

You have responded to the writing prompt.
What would you like to do?

☐ **I want to end the test now.**

[End]   [Return to Final Copy]

This is the last opportunity to changes to your writing.

If you want to make changes, click the "Make Changes" button at the bottom right of the screen. If no changes are necessary, click the "Submit & Exit" button at the bottom right of the screen.

[Make Changes] [Submit & Exit]

> When students finish, they should review their typed response before ending the test by clicking on Submit & Exit.

CAL will automatically save a file to the desktop upon login to the NeSA-Writing Practice Test. This is dependent on the computer being configured to allow any user to save files. A message

will be displayed if the CAL software detects the computer isn't configured to save a file. Districts that have special network configurations (Thin Client environments, share network drives, etc.) need to be aware of where the "Desktop" environment for each student is located in the network. Depending on the specific computer lab configuration, it is possible that students share desktop environments and therefore they would see responses from multiple students in their desktop.

The file will be saved to the desktop with the following name – "username_yyyy_mo_dd_hr_min_sec.html". CAL will capture whatever the student types into the "Your Username" space when logging into the NeSA-Writing Practice Test. For example, if the student typed in "John Smith," a file will be saved to the desktop that is labeled: "John Smith_2010_02_14_13_48_54.html".

When the file saved to the desktop is located and launched, it will display in a browser as an html file. It can be printed from the browser, or saved to another location. It can also be copied and pasted to another application like MS Word. Districts/schools may want to have the students also enter their name, date, teacher, etc. into the body of the response in order to associate the printed copy with the student who entered it.

Administering the NeSA-Writing Pilot Test

In order to ensure accurate results, it is essential that all Test Administrators follow the same procedures when administering the test. Those directions can be found later in this manual in "Part III-Administering the 2011 NeSA-Writing Pilot Test."

Test Session Tickets

Students will need a Test Session Ticket in order to take the writing test.

- Review the individual Test Session Tickets and cut the tickets along the dotted lines.

- Distribute the Test Session Tickets to students when they sit down to take the test. Verify that each student has received his/her ticket with the correct name printed.

- If a student's Test Session Ticket indicates the Visual Accommodations tools will be active for the test session, be sure the student is assigned to a computer that meets the system requirements for the use of those tools.

- Ensure students enter information from their tickets (Username, Password, Session ID) correctly when logging into the test. This information, when entered correctly, "activates" the test for that student.

- Upon completion of the test, collect the tickets from the students and return them to the School Test Coordinator for secure destruction.

The Test Session Tickets are activated once a student logs in with his/her Username, Password, and Session ID. Once the student completes a test (by clicking "Submit & Exit"), the Test Session Ticket becomes inactive. Students who are "bounced" or "kicked out" of the system without officially ending the test do **not** need to be reactivated if they have been taking the same test for less than 90 minutes. The student can use the same Test Session Ticket again within 90 minutes of starting the test without needing to be reactivated.

NOTE: The NeSA tests are untimed. Therefore, students may have as much time as needed as long as they are actively completing the test session. It is the Test Administrators' and Proctors' responsibility to monitor students and encourage them to continue to respond to the writing prompt.

If a student needs to be reactivated for a test, please see page 30 of this manual for further instructions.

Monitoring the Test Administration

Test Administrators may monitor student testing during the administration if they have been assigned school-level permission by the District Assessment Contact.

1. Log in to Management Tools via eDIRECT at https://ne.drcedirect.com
2. Click on "Testing Main Page"
3. Click on "2011 NeSA-Writing Pilot"
4. Click on "Monitor Status"

Pick the building/subject/grade you want to monitor. All of the students for the building/subject/grade being tested will appear with the status of their testing.

Monitor Status/Reactivation Screen

Student Status Spreadsheet

You may also view the status of student testing through the Student Status Spreadsheet. A link to the Student Status Spreadsheet is found in the green box at the top of the Monitor Status screen and is an MS Excel document that shows test start date and time, duration, and the status of each student's test. Statuses include not started, reactivated, testing, completed, inactive, and expired.

Pause Function

During a test session, if a student needs to leave the computer lab/classroom for a short break (restroom break, called down to office, etc.), there is a pause button on each page of the test in the top right corner. Once a student clicks "Pause Test," the item is removed from the screen (for test security reasons) and the student has 15 minutes to resume the test.

At 14 minutes, the NeSA system will warn the student to continue testing or the NeSA system will automatically log out. There is a timer that counts down the remaining time before the system logs out.

At any point the student can click "Resume" and be placed back into the test where he/she was prior to the pause. If the student is logged out of the test and if it is within the initial 90 minutes of the login, the student can log in again with the same Test Session Ticket (no reactivation necessary).

Inactivity

If a student is inactive for 90 minutes during a test administration, the student will be logged out of the test. The NeSA system will warn the student of the inactivity at 89 minutes. The timer will count down the remaining time before the system logs out. Inactivity is defined as **no** mouse movement for 90 minutes.
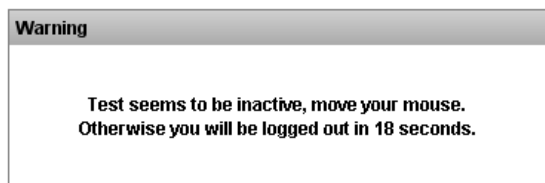
At any point, the student can move the mouse and be placed back into the test where he/she was prior to the inactivity. If the student is logged out of the test, and if it is within the initial 90 minutes of the login, the student can log in again with the same Test Session Ticket (no reactivation necessary).

Audit Spreadsheet

Another excellent tool to help you monitor the status of NeSA testing is the Audit Spreadsheet. You can access this report on a daily basis. The Audit Spreadsheet (updated nightly) lists each student once and indicates the student's NeSA status. Use this report to verify that all students in your grade have been tested. See pages 31 of this manual for more information on this spreadsheet.

Return Test Materials

Once testing is completed, please return all secure materials and copies of this *2011 NeSA-Writing Online Test Administration Manual* to your School Test Coordinator. The following testing materials may be provided to students during the test administration:

- Prewriting materials such as blank paper and a writing instrument may be provided to students for any test.
- Test Session Tickets: A Test Session Ticket is provided to each student for each test.

All secure testing materials must be distributed and collected in the testing area (computer lab, classroom). They must be returned to the School Test Coordinator for collection and secure destruction.

Part III-Administering the 2011 NeSA-Writing Pilot Test

Administration of the NeSA-Writing Pilot Test is an important professional responsibility. The usefulness of the test results depends on the accuracy of each student's performance. Experience shows that student performance is highly dependent upon the student's motivation and attitude toward the test, the preparedness of the Test Administrator, the physical arrangements for testing, and adherence to instructions. To ensure accurate and reliable results, the Test Administrator **must** become thoroughly familiar with the procedures described in this manual before administering the test.

Distribute the Test Session Tickets to students when they sit down to take the test. The Test Session Tickets provide all of the login information needed to begin testing. Please verify each student receives his/her correct Test Session Ticket (student name is on each ticket).

Students may use scratch paper while taking the NeSA-Writing Pilot Test—have some available for students to use.

As a reminder: **Once a test is started during test administration, only the student taking the test is allowed to view that student's screen. No one is allowed to view or copy items while a student is testing.**

In order to ensure accurate achievement results, it is essential that all Test Administrators follow the same procedures when administering the tests. Follow the script provided below for administering the 2011 NeSA-Writing Pilot Test.

Read aloud **word for word** the material that is printed in **bold type** and preceded by the word **"Say."**

The material that is italicized is information for you and should <u>not</u> be read to the students.

The Grade 11 writing test has one test session. See the *Scheduling the Test* section in *Part I- General Information* of this manual for guidance on scheduling the test. *It is imperative that all students complete their NeSA-Writing Pilot Test within one school day.*

Read the directions to the students exactly as they are written using a natural tone and manner. If you make a mistake in reading a direction, stop and say, "No, that is wrong. Listen again." Then read the direction again. Be sure students understand the directions and how to respond. Be careful not to inadvertently give hints or clues that indicate an answer. Begin the test when all students are present.

Writing Grade 11 Introduction & Directions

Say: Today you will take the 2011 Nebraska State Accountability Writing Test. Give this test your best effort. This test is not timed; therefore, you will have enough time to read the writing prompt and type your essay.

We will begin by accessing the test site. Double-click the NeSA icon on your desktop. You should see the main page for the NeSA Program on your screen. Is there anyone who does not see the main page?

Assist students as needed.

Say: Click on "NeSA Test."

The students will need to select "NeSA Test."

Assist students as needed. The next step will be to have the students enter their Usernames, Passwords, and Session IDs. The students should already have their Test Session Ticket with them.

Say: The next screen you will see is the Student Login Screen. Enter your Username, Password, and Session ID exactly as you see it on your Test Session Ticket.

Assist students as needed.

Test Administrators may help students type in this information. This information is unique to each student and each session.

Say: **Click on "Continue" to move to the next screen.**

Everyone should now see the instructions for the NeSA-Writing Test. Does everyone see the instructions?

Assist students as needed.

Say: **We will take a moment to read the instructions together. Please follow along as I read aloud.**

For the next 90 minutes you will participate in a writing assessment that asks you to persuade others to agree with your point of view. It is important that you do not talk with anyone during the session so that everyone can concentrate, think, and write well.

You will accomplish this writing assessment by doing the following:
- **Read the topic.**
- **Think about your ideas on the topic.**
- **Jot down your thoughts about the topic and organize them.**
- **Write your rough draft essay.**
- **Edit your essay.**
- **Self-assess the quality of your writing with the Rubric Self-Assessment Tool and make necessary changes.**
- **Submit your essay in final form.**

To do your pre-writing you may use your own paper or paper provided, write your rough draft directly on the computer, or choose to use a combination of the two pre-writing approaches. Your final copy must be completed, typed, and submitted on the computer. You will have access to editing and spell-check tools, a dictionary, and a thesaurus that are all contained in the online writing system.

Before you are ready to hit the "Submit & Exit" button and submit the final copy for scoring, you will want to be sure to self assess your writing using the Rubric Self-Assessment Tool that is included in the Writing Checklist.

If you have any concerns once the test has started, raise your hand and the Test Administrator *(Proctor/Teacher)* **will come to you. The Test Administrator** *(Proctor/Teacher)* **is not allowed to provide you with any additional information during the test. We cannot help you with any words.**

You may read the prompt and begin your work.

Because the prompt is not in the manual, the teacher should read the writing prompt aloud to the students from a student's computer.

Say: When you come to the end of your test session and have clicked the "Submit & Exit" button, please sit quietly or read until the Test Administrator *(Proctor/Teacher)* provides additional instructions.

Are there any questions?

Answer student questions as needed.

Say: "When you are ready, click the **Begin Test** button to start the test."

While students are working, walk around the room to see that they are following directions and they are not looking at any other student's test. Do not give help on specific writing questions.

As students complete the test, please follow your school's plan for dismissing students.

Additional Questions

If you have any additional questions not covered in this *2011 NeSA-Writing Online Test Administration Manual*, please review the support information available on the Documentation page of the NeSA main page accessible via eDIRECT at https://ne.drcedirect.com. If you would like to contact DRC customer service, please call 1-866-342-6280 or email necustomerservice@datarecognitioncorp.com.

APPENDIX A. SUGGESTIONS FOR A SMOOTH TESTING PROCESS

- Start testing preparations early and plan ahead, and assign a building coordinator.
- Gather testing materials as soon as online tools/booklets are available. Keep secure and in a locked room.
- Read all security requirements; building principals need to sign the security agreement and return to their District Assessment Contact. The DAC will return the agreements to the NDE.
- Attend training. Prepare to train all test administrators and proctors.
- Examine student lists for accuracy and building assignments. Verify all NSSRS testing rosters.
- Take advantage of all practice test opportunities.
- Develop scheduling plan for testing window: January 31 – February 18, 2011.
- Establish a testing setting that matches the instructional setting as much as possible (For example, an auditorium setting for testing is not like a classroom setting).
- Protect instructional time as much as possible.
- Do not wait until the end of the testing window to begin testing.
- Avoid Mondays and Fridays as test days.
- Communicate the testing plan with all staff.
- Communicate the importance of the test with staff and with students.
- If testing online, prepare the computer room setting or the laptops ahead of time.
- Prepare signs for the doors, "Testing: Do Not Disturb."
- Assign one proctor for every 12 students being tested.
- Encourage students to do their best.
- Develop a consistent building plan for what students are to do when they are done with the test.
- Follow the scripted directions for all testing, both online and paper/pencil.
- Use common sense.

APPENDIX B. NeSA SECURITY PROCEDURES

• Security Procedures

This document should be shared with all staff, particularly those who administer state tests.

Introduction

The security of state administered assessments is of the utmost importance to the Nebraska Department of Education. This document outlines the state's expectations and procedures on test booklet and online security, test administration security, and the identification and reporting of test security violations. Breaches in test security must be quickly identified and reported to the Nebraska Department of Education. This document explains to participants at the school, district, and state levels how to identify breaches in test security and what actions should be taken in response to those breaches.

Test Security

District Test Coordinators, School Test Coordinators and Test Administrators share the responsibility for ensuring that all test materials and student responses are handled securely and confidentially in accordance with security procedures. The Nebraska Statewide Accountability (NeSA) Tests are to be administered by professional staff members who have been oriented in the proper test administration procedures for NeSA. The NeSA Tests are confidential and proprietary and are owned by the Nebraska Department of Education. The test content is not to be viewed by anyone prior to the test administration. Only students being tested are allowed access to the test at the time of testing. Once a test is started during test administration, only the student taking the test is allowed to view that student's booklet or screen. No testing materials are to be reproduced. No test materials are to be accessed outside the school building except under conditions approved by the Nebraska Department of Education.

The NeSA Tests rely on the measurement of individual achievement. Any deviation from testing procedures meant to ensure validity and security (group work, teacher coaching, pre-teaching or prerelease of the test items, etc.) would be a violation of test security. District and school personnel with access to the test materials must not discuss, disseminate, or otherwise reveal the contents of the tests to anyone. Teachers, Proctors, Test Administrators, or other district or school personnel may not read test items aloud, silently, to themselves, or to another individual or student group. Parents/guardians may not read test items under any circumstances.

While some of the guidelines below apply mainly to Test Administrators, it is important for all personnel involved in testing to be aware of these procedures.

Do's

Do eliminate all cell phones and electronic devices.

Do attend any district or school training for the administration of the test in order to be properly informed of the procedures to follow, including securing test materials.

Do move around the testing site to ensure students are adhering to the instructions given.

Do collect scratch paper and return it to the School Test Coordinator for secure destruction.

Do follow appropriate accommodation procedures as found in the "Nebraska NeSA Approved Accommodations Document."

Do make students feel comfortable and relaxed.

Do escort all students and carry all secured testing materials to alternate site for extended time, etc.

Do have test booklets or test tickets/online set-up ready for students ahead of time.

Don'ts

Do not discuss, disseminate, or otherwise reveal the contents of the test to anyone.

Do not keep, copy, reproduce, or use any test, test item, any specific test content, or examine responses to any item or any section of a secured test in any manner inconsistent with the instructions provided by and through the Nebraska Department of Education.

Do not leave students unattended with testing materials.

Do not possess any secure test materials at any time other than during the actual administration of the test. Test Administrators should be given their secure materials the morning of the administration of the test and materials must be counted and collected at the end of each day of testing.

Do not allow students to leave the testing site with test materials for any reason.

Do not allow students to look ahead to the second session before being instructed to do so.

Do not coach or provide feedback in any way, which includes answering any questions relating to the contents of the test, before, during, or after the test.

Do not alter, influence, or interfere with a test response in any way or instruct the student to do so. Students who move to alternate testing sites for extended time should be escorted and school personnel should carry all secure testing materials to the new testing location.

Do not fill any unanswered item or provide actual answers to students.

Do not return any test booklet or answer sheet to any student after it has been turned in to the Test Administrator except in the case of students going to another testing site for extended time. (Note: If, after the student returns the test booklet and answer sheet it is noticed that not all of the test items were answered, the test booklet and answer sheet <u>cannot</u> be returned to the student to complete

Test Security Agreement

The principal of each school participating in the NeSA Tests must complete a Test Security Agreement. District copies of the Building Principal Security Agreement and District Assessment Contact Confidentiality of Information Agreement are included as Attachment D and Attachment E, respectively, in the *Update: Standards, Assessment and Accountability (SAA-6)* posted on the NDE website at http://www.education.ne.gov/assessment/documents/saaupdate6.pdf. This form may be reproduced as necessary for each district/school. It is the District Assessment Contact's responsibility to collect the school principal's signature and to disseminate the test security information to school personnel as appropriate. The Test Security Agreements for each building should be faxed to the NDE at 402-471-4311 after the principal's signature has been obtained.

Breaches in Test Security

The Test Security Procedure for the Nebraska State Accountability-NeSA establishes guidelines for dealing with breaches in test security. Breaches may include student impropriety, test violations, educator misconduct, or the mishandling of test materials. In order to maintain the integrity of the test, there must be strict adherence to the rules and procedures for administering the test.

Reporting and Investigating Test Security Violations

Any identification or suspected violation of defined testing procedures must be reported immediately. If a student suspects a breach in test security the student should report the alleged incident to a teacher or administrator. If a teacher, parent, assessment administrator, or school administrator suspects a breach in test security, he or she should report the alleged incident in writing to the district's superintendent or the Nebraska Statewide Assessment Office.

In the case of a test contractor suspecting a breach in test security, the suspected tests should be "flagged." The contractor's scoring director and project manager will then review the flagged tests and determine whether a test security breach has occurred. The test contractor should immediately notify the Nebraska Statewide Assessment Office of any test security breach and send them a summary file of the flagged student work.

As soon as a suspected test security breach has been verified either by the test contractor or the Nebraska Department of Education, a district superintendent or designee of the investigation, will have 45 days to complete a report. The report will be sent to the Nebraska Statewide Assessment Office indicating the following:

- The details of the investigation
- The findings
- The action taken by the school, administrators, and/or district, if any.

Upon completion of the report, the superintendent should return any student answer documents involved in the incident to the contractor with the other student answer documents.

Consequences of Test Security Violations

School districts are responsible for conducting the investigation and taking appropriate actions in response to breaches in test security. NDE may, at the discretion of the Statewide Assessment Director, initiate a formal educator misconduct investigation that may result in disciplinary action. In addition, NDE may invalidate any or all test scores involved in the investigation and/or retest the students.

2011 NeSA-WRITING
GRADE 11

ONLINE TEST ADMINISTRATION MANUAL